



# RFQ Web Advertisement For Construction Administrator (CA) Consultant Services

ADV. No.: BI-RS-329-CA

**Connecticut Department of Administrative Services  
Division of Construction Services  
Office of Design & Construction - Process Management/QBS Unit  
165 Capitol Avenue Hartford, CT 06106**

## Request for Qualifications (RFQ) Web Advertisement For Construction Administrator (CA) Consultant Services

<b>Adv. No.:</b>	<b>BI-RS-329-CA</b>	<b>Web Advertisement Date:</b>	<b>Wednesday, Oct. 14, 2015</b>
<b>Selection Type:</b>	<b>Major Capitol Project Construction Administrator (CA) Consultant Services</b>		
<b>General Statement:</b>	In accordance with the requirements of CGS §4b-55 through §4b-59, the State of Connecticut, Department of Administrative Services (CT DAS), Division of Design & Construction (DCS), Process Management/QBS Unit advertises for Requests for Qualifications for the Major Capital Project Construction Administrator (CA) Consultant Services as specified below.		
<b>Consultant Services:</b>	Construction Administrator (CA), Commissioning Agent (CxA)		
<b>Contract Number:</b>	<b>BI-RS-329-CA</b>		
<b>Contract/Project Title:</b>	Health and Human Services Building		
<b>Project Location(s):</b>	Southern Connecticut State University, New Haven, CT		
<b>Cost of the Work:</b>	\$ 40,203,089		
<b>User Agency Name:</b>	Board of Regents / Southern Connecticut State University		
<b>Project Delivery Method:</b>	<b>Construction Manager At Risk (CMR) - Guaranteed Maximum Price (GMP):</b> Construction Administrator (CA) and Commissioning Agent (CxA) consultants shall be selected to assist the Architect/Engineer Team consultants with developing design and construction documents in cooperation with a CMR for a Major Capital Project. The CMR shall publically bid the project elements and enter into a GMP contract with the State. After consultation with and approval by the commissioner, the CMR shall award subcontracts to responsible qualified subcontractors submitting the lowest bids to build the Project.		

<b>Project Description:</b>	<p>The Division of Construction Services (DCS), Department of Administrative Services (DAS) is seeking the services of a highly talented and experienced Construction Administrator (CA). The Construction Administrator will provide Pre-Construction and Construction services to DCS in support of the New Health and Human Services Building located at Southern Connecticut State University (SCSU), New Haven, CT property.</p> <p>This project is set to combine existing services at Davis Hall, Orlando House, Lang House, Nursing Buildings and parts of Jennings Hall.</p> <p>The proposed building is anticipated to be 4 stories with an approximate 81,000 gross square footage. This will be Phase 1 of the implementation of the master plan previously commissioned by the University. Phase 1 will seek to accommodate program elements from the School of Health and Human Services including; Deans office suite, the Departments of Public Health, Health Education, Nursing, Center for Communications Disorders, Marriage and Family Therapy, Recreation and Leisure, Exercise Science, Physical Therapy and Social Work.</p> <p>The space program analysis was completed by BL Companies and the elements proposed for this facility may include: clinic space, faculty offices, laboratory facilities. seminar rooms, conference space, general classroom space, and associated program spaces.</p> <p>The intent of this project is to collocate Health and Human Services departments to promote inter-disciplinary faculty research and teaching activities.</p>
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<p><b>Designated Services:</b></p>	<p>The Construction Administrator (CA) shall work closely with the Owner's Architect/Engineering (A/E) Design Team to provide the following services:</p> <p><b><u>Preconstruction Phase Services:</u></b>          The scope of services for each portion of each design phase of preconstruction shall include, but not be limited to, some or all of the following tasks:</p> <ul style="list-style-type: none"> <li>• Master Schedules Analysis &amp; Review;</li> <li>• Participation in all Design Phase Meetings;</li> <li>• Participation in all Integrated Design Meetings for High Performance Buildings;</li> <li>• Action Item Agendas;</li> <li>• Design Document Review &amp; Reporting;</li> <li>• Constructability Review &amp; Reporting;</li> <li>• Preliminary Field Operation Analysis;</li> <li>• Site Logistics Planning;</li> <li>• Construction Cost Estimate;</li> <li>• Construction Budget Cost Analysis and Review;</li> <li>• Construction Budget Cost Reconciliation with Owner, Agency, and A/E;</li> <li>• Materials Review;</li> <li>• Analysis of LEED Silver design Goals;</li> <li>• Commissioning (Cx) Coordination Services;</li> <li>• Pre-Bid meeting(s) participation;</li> <li>• Bid Analysis.</li> </ul> <p><b><u>Construction Phase Services:</u></b>          The scope of services responsibilities for this phase include but are not limited to the following:          Review and comment on and monitor construction schedules;</p> <ul style="list-style-type: none"> <li>• Provide expert Primavera "review services" to review and comment on the Contractor's Primavera CPM Schedule;</li> <li>• Review, comment on and monitor schedule of values;</li> <li>• Review and recommend periodic requisitions for partial payments;</li> <li>• Run &amp; keep record of Construction Phase Meetings;</li> <li>• Monitor and comment on all special inspections and reports;</li> <li>• Management and coordination of all Commissioning (Cx) tests and reports;</li> <li>• Project documentation records management and associated reporting thru PM WEB;</li> <li>• Monitor, comment on, if necessary, analysis, approval, and coordination of Requests For Information (RFI's), Construction Change Directives (CCD's) , Change Orders (CO's);</li> <li>• Document LEED Silver certification;</li> <li>• Monitor and comment on the construction budget;</li> <li>• Participate in project closeout procedures;</li> <li>• Manage all claims and disputes.</li> </ul> <p>The CA shall also demonstrate experience with managing projects designed as High Performance Buildings and designed and constructed in accordance with the LEED Rating System standards. The CA Team shall have an Accredited Professional for LEED.</p>
<p><b>Construction Administrator (CA) Qualifications:</b></p>	<p>The Construction Administrator (CA) shall provide the Preconstruction and Construction Phase oversight services required for this Project.</p> <p>The Construction Administrator Firm shall:</p> <ul style="list-style-type: none"> <li>• Demonstrate that they have successfully completed similar projects on schedule, on budget and to a level of quality commensurate with the Owner's requirements;</li> <li>• Define your firm's role with projects similar to this project, and the services you provided to the project. Include resumes of key staff showing the staff's primary involvement in CA services for the past three (3) to five (5) years. Include a brief summary of each prior project showing adherence to original completion schedule, and, if off schedule, an explanation; and adherence to the original budget including summary information on the value of the Change Orders that occurred, by type. This summary material must include 5 (or more) current or recent projects. This material shall be inserted in Division 7 – QBS-CT330 Part I, Section H.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Submit a Firm or corporation organization chart showing the firm’s organization and staffing located in the northeast (i.e., New England, New York, and New Jersey). This chart should identify your major business areas. This organization chart should indicate how the CA staff reports to senior management. This chart shall be inserted in Division 7– QBS-CT330 Part I, Section D.</li> <li>• All prospective CA's shall submit resumes for the assigned Key Personnel member(s) that have the experience with the scope of work, complexity, and dollar value of similar to this Project. The Resumes of the key personnel shall be included in the Qualifications Package - See Division 7 – QBS-CT330 Part I, Section E: Resumes for Key Personnel Proposed for the Contract.</li> </ul> <p><b>IMPORTANT NOTE:</b> Failure to submit the Qualifications and/or Resume(s) material noted in this section may result in your submission being found deficient.</p>
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<b>Construction Scheduler Designated Services:</b>	<p>The Construction Administrator (CA) is required to employ or retain the services of a professional Construction Scheduler during the Construction Phase of the Project.</p> <p><b>Construction Scheduler:</b> For this project the CA Construction Scheduler services shall include but not be limited to reviewing, analyzing, and reporting on CPM schedules produced by the General Contractor and submitted to the CA. The CA Construction Scheduler must possess demonstrated proficiency in CPM schedule methodology and utilization of the current version of Primavera Project Planner software. The CA Construction Scheduler is required to attend meetings pertaining to scheduling and progress of the work including all progress meetings.</p> <p>The CA Construction Scheduler shall have at least five (5) years of verifiable experience as the person primarily responsible for preparing and maintaining detailed project schedules on projects of the same or similar size and nature as this project. The CA Construction Scheduler is required to attend meetings pertaining to scheduling and progress of the work including all progress meetings.</p> <p>The resume of the CA professional Construction Scheduler shall be included in the Qualifications Package - See Division 7 – QBS-CT330 Part I, Section E: Resumes for Key Personnel Proposed for the Contract.</p>
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<b>Commissioning (Cx) Designated Services:</b>	<p>The Selected Construction Administrator’s (CA) shall provide the additional services of a Commissioning Agent (CxA).</p> <p><b>Commissioning Agent (CxA):</b></p> <ul style="list-style-type: none"> <li>• The CxA is an entity identified by the Owner who leads, plans, schedules, and coordinates the commissioning team to implement the Commissioning (Cx) Process.</li> <li>• The CxA shall be certified as a commissioning agent by the Building Commissioning Association or the Association of Energy Engineers, and shall be a Professional Engineer registered in the State of Connecticut.</li> <li>• Commissioning (Cx) shall be performed by an independent third-party CxA who shall not be an employee of the architectural, engineering, or construction firm that implements the project, and shall be hired directly by the Owner through the CA.</li> </ul> <p><b>IMPORTANT NOTE:</b> The evaluation of the CxA Qualifications is <b>NOT APPLICABLE</b> to the Screening or Selection of a Construction Administrator (CA). Please <b>DO NOT</b> submit any Commissioning Agent’s resume or qualifications as part of your QBS Submittal Booklets for this contract.</p>
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## Requirements for Affidavits, Certifications, Professional Documents, etc.

<p><b>Summary of Electronic Uploading Requirements for Affidavits &amp; Nondiscrimination Forms</b></p>	<p><b>Public Act No. 11-229, “Business Friendly Initiative”:</b> The State of Connecticut has revised its submittal requirements for Affidavits and Nondiscrimination Forms. Each firm is now required to open a BizNet account on the DAS website and then electronically upload certain Affidavits and Nondiscrimination Forms to their DAS BizNet account.</p> <p><b>Instructions for opening a BizNet account and uploading the Affidavits and Nondiscrimination Forms</b> can be found on the DAS website (<a href="http://das.ct.gov">http://das.ct.gov</a>), by clicking on “State Procurement Marketplace” and then clicking on “DAS Business Friendly Initiatives”.</p> <p>Firms should use the Affidavits and Nondiscrimination Forms found under the BizNet link. Once uploaded, Affidavits shall be updated and submitted annually and Affidavits and Nondiscrimination Forms shall be updated within 30 days of any changes to the submitted information.</p> <p>Questions concerning the electronic uploading of Affidavits and Nondiscrimination Forms can be directed to DAS Procurement Services at (860) 713-5095.</p>
<p><b>Documents that must be <u>Electronically Uploaded</u> to the DAS BizNet Website Prior to the QBS Submittal Booklet due date:</b></p>	
<p>All State Contracts with a cost or value of \$50,000 or more</p>	<p><input checked="" type="checkbox"/> <b>OPM Form 5 (Consulting Agreement Affidavit):</b> <b>NOTE:</b> For this form, “Consulting Agreement” means any agreement with third parties for purposes described in C.G.S. 4a-81(b)(1). If there are no such agreements, the firm only needs to complete the shaded portion and have the affidavit notarized.</p>
<p>All Large State Construction or Procurement Contracts with a cost of \$500,000 or more</p>	<p><input checked="" type="checkbox"/> <b>OPM Form 5 (Consulting Agreement Affidavit):</b> <b>NOTE:</b> For this form, “Consulting Agreement” means any agreement with third parties for purposes described in C.G.S. 4a-81(b)(1). If there are no such agreements, the firm only needs to complete the shaded portion and have the affidavit notarized.</p> <p><input checked="" type="checkbox"/> <b>OPM Form 6 (Affirmation of Receipt of State Ethics Laws Summary):</b> When DCS is seeking a contract for a large state construction or procurement contract having a cost of more than five hundred thousand dollars (\$500,000), DCS shall provide all potential consultant and contractor firms with the <b>“Guide to the Code of Ethics For Current or Potential State Contractors”</b>. The <b>“Guide to the Code of Ethics For Current or Potential State Contractors”</b> can be downloaded from the website of the Office of State Ethics, Quick Links, Plain Language Guides (<a href="http://www.ct.gov/ethics">http://www.ct.gov/ethics</a>). Questions concerning the <b>“Guide to the Code of Ethics For Current or Potential State Contractors”</b> can be directed to the OSE at 860-263-2400.</p> <p><b>IMPORTANT NOTE:</b> If the firm has any contracts with any subcontractor or subconsultant that <u>also exceeds</u> \$500,000.00 for the project, the firm must submit an <b>“Affirmation of Receipt of State Ethics Laws Summary”</b> filled out and signed from each such subcontractor or subconsultant.</p>
<p><input checked="" type="checkbox"/> <b>OPM Form 7 (Iran Certification)</b></p>	
<p><b>Conditional Selection of Firm: Additional Affidavits &amp; Certification Requirements</b></p>	<p>In accordance with the requirements the DCS Legal Services Unit, the selection of a firm is conditional upon completing and submitting, within <b>14 calendar days</b> of being notified by email, certain documents as described in the <b>Conditional Selection Notification Letter</b>. Some documents are required to be <b>electronically uploaded</b> in accordance with Connecticut General Statutes Public Act No. 11-229, “Business Friendly Initiative”. Others must be submitted as <b>hard copies</b> directly to the DCS Legal Services Unit.</p> <p>For a summary of the Documents that must be either <b>electronically uploaded to DAS BizNet or submitted directly to the CT DCS Legal Services Unit</b> within <b>fourteen (14) days</b> of being Conditionally Selected:</p> <ul style="list-style-type: none"> <li>• Go to the DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a></li> <li>• At the top of the DCS Home Page click on the <b>DCS Library</b> link.</li> <li>• Scroll down and click on the following DCS forms:</li> <li>• <b>1150 - Credentials and Insurance Requirements; and</b></li> <li>• <b>1269.1 - CT DCS Legal Services Unit: Contract Requirements for Consultant Services.</b></li> </ul>



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<b>Date CT DCS Began Planning This Project:</b>																			
<b>Qualifications Based Selection (QBS) Screening Requirements for CA Services:</b>	<p>The CA must submit a <b>QBS Submittal Booklet</b> as described below. The QBS process for CA Services is based on comparing and evaluating weighted criteria of qualifications and performance of Firms in relation to work of similar scope and complexity that is required for this specific contract. The Contract award is based first on a selection of the highest qualifications and second on the negotiation of a fair and reasonable fee. For the screening phase of this selection the following are the rating point weights for the screening criteria categories:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Criteria Number</th> <th style="width: 70%;">Construction Administrator Consultant Services Screening Criteria Categories</th> <th style="width: 20%;">Rating Points</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Experience with Work of Similar Size and Scope as Required for this Contract</td> <td style="text-align: center;">35</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Organizational / Team Structure For This Contract</td> <td style="text-align: center;">30</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Past Performance Record</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Past Construction Administration on CMR Projects</td> <td style="text-align: center;">15</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Points per Screening Panel Member</b></td> <td style="text-align: center;"><b>100</b></td> </tr> </tbody> </table> <p><b>Note:</b> The QBS CA Selection for this Project shall be conducted in accordance with requirements stated in the <b>Selection &amp; Bidding Manual</b>:</p> <ol style="list-style-type: none"> <li>1. Go to the DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a>;</li> <li>2. At the top of the DCS Home Page click on the <b>DCS Library</b> link;</li> <li>3. Click on <b>"0000 Project Manuals &amp; Guidelines"</b>.</li> <li>4. Click on the link for the <b>Selection &amp; Bidding Manual</b>.</li> <li>5. For the number of active and inactive Selections and Contracts that are allowed to be held by a firm by at one time see the <b>QBS - Guidelines for Selection and Contract Limits (1210)</b> link under <b>"1000 Project Initiation &amp; Consultant Selection"</b>.</li> </ol>	Criteria Number	Construction Administrator Consultant Services Screening Criteria Categories	Rating Points	1	Experience with Work of Similar Size and Scope as Required for this Contract	35	2	Organizational / Team Structure For This Contract	30	3	Past Performance Record	20	4	Past Construction Administration on CMR Projects	15	<b>Points per Screening Panel Member</b>		<b>100</b>
Criteria Number	Construction Administrator Consultant Services Screening Criteria Categories	Rating Points																	
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4	Past Construction Administration on CMR Projects	15																	
<b>Points per Screening Panel Member</b>		<b>100</b>																	
<b>QBS Submittal Booklets Requirements:</b> <i>[RCSA 4-134e-4 (a through b)]</i>	<p>All prospective CA Consultant Firms must submit <b>QBS Submittal Booklets</b> in accordance with the <b>"1212 QBS Submittal Booklet Requirements"</b>, which can be accessed and downloaded from the <b>DCS Library</b> as follows:</p> <ol style="list-style-type: none"> <li>1 Go to the DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a></li> <li>2 At the top of the DCS Home Page click on the <b>DCS Library</b> link.</li> <li>3 Click on <b>"1000 Project Initiation &amp; Consultant Selection"</b>.</li> <li>4 Scroll down and click on the <b>1212 QBS Submittal Booklet Requirements</b> link.</li> </ol>																		
<b>QBS Email Registration:</b>	<p>The <b>"1211 QBS Email Registration"</b> is referenced in the <b>"1212 QBS Submittal Booklet Requirements"</b>. The <b>QBS Email Registration</b> is required to be completed and submitted with your <b>QBS Submittal Booklet</b> for this Project and is accessible in the <b>DCS Library</b> as follows:</p> <ol style="list-style-type: none"> <li>1 Go to the DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a></li> <li>2 At the top of the DCS Home Page click on the <b>DCS Library</b> link.</li> <li>3 Click on <b>"1000 Project Initiation &amp; Consultant Selection"</b>.</li> <li>4 Scroll down and click on the <b>1211 QBS Email Registration</b> link.</li> </ol>																		
<b>CT 330 Part I &amp; CT 330 Part II:</b>	<p>The two (2) forms, <b>"1213 CT 330 Part I"</b> (a Firm's qualifications for the specific project) and <b>"1214 CT 330 Part II"</b> (general qualifications of a Firm or specific branch office of a Firm), are referenced in the <b>"1212 QBS Submittal Booklet Requirements"</b>. The two (2) forms are required to be completed and submitted with your <b>QBS Submittal Booklet</b> for this Project and are accessible in the <b>DCS Library</b> as follows:</p> <ol style="list-style-type: none"> <li>1 Go to the DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a></li> <li>2 At the top of the DCS Home Page click on the <b>DCS Library</b> link.</li> <li>3 Click on <b>"1000 Project Initiation &amp; Consultant Selection"</b>.</li> <li>4 Scroll down and click on the <b>1213 CT 330 Part I</b> link.</li> <li>5 Scroll down and click on the <b>1214 CT 330 Part II</b> link</li> </ol>																		
<b>QBS Submittal Deadline:</b>	<p>Deadline for the receipt of the QBS Submittal Booklets is:</p> <p><b>3 p.m. Monday, November 23, 2015</b></p>																		



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<p><b>QBS Submittal Location:</b></p>	<p><b>QBS Submittal Booklets shall be submitted to the following address:</b>  Randy Daigle, DCS Process Management Unit Supervisor  Department of Administrative Services (DAS)/  Division of Construction Services (DCS)  Room 478  165 Capitol Avenue, Hartford, Connecticut 06106</p> <p><b>IMPORTANT NOTE:</b>  Failure to submit properly formatted QBS Submittal Booklets with all of the required contents by the designated deadline and location may result in the Firm's submittal being deemed deficient for consideration for this Contract.</p>	
<p><b>QBS Contacts:</b></p>	<p><b>For General QBS Submittal Questions:</b></p> <p><b>DCS Process Management Unit:</b>  Randy Daigle  DCS Process Management Unit  Room 478, 165 Capitol Avenue  Hartford, Connecticut 06106  Email: <a href="mailto:randy.daigle@ct.gov">randy.daigle@ct.gov</a></p>	<p><b>For Specific Project Questions:</b></p> <p><b>DCS Project Management Unit:</b>  Robert Prentice  DCS Project Management  Room 460, 165 Capitol Avenue  Hartford, Connecticut 06106  Email: <a href="mailto:Robert.prentice@ct.gov">Robert.prentice@ct.gov</a></p> <p><b>IMPORTANT NOTE:</b> Responses to requests for more specific Project information than is contained in this Advertisement shall be limited to information that is available to all Firms and that is necessary to complete this QBS process. <b>All requests for more specific Project information must be sent in writing (email acceptable).</b></p>

**END  
RFQ Web Advertisement  
For CA Consultant Services**